

## Benefits

- Salary—Fire Fighter is \$3,807 to \$5,290 per month.
- Health, Dental and Life Insurance
- Long-Term Disability Insurance
- Pension Plan
- Sick Leave
- Vacation Leave
- Holidays
- Flexible Spending Plan
- VEBA
- Other voluntary group benefits

## Positions

- Fire Chief
- Assistant Chief/Operations Manager
- Fire Captains (3)
- Fire Lieutenant (3)
- Fire Fighters (18)
- Fire Fighter/Inspectors (3)
- Emergency Manager
- Fire Marshal
- Health Official
- Secretary

## Fire Fighter Functions & Scheduling



The Norfolk Fire Division supports three twenty-four hour shifts of nine fire fighters per shift. Each shift is comprised of a shift captain, a lieutenant and seven fire fighters. In addition to shift work, fire fighters are always on call. They are required to wear a pager and respond to any emergencies requiring additional manpower.

Working hours for Fire Fighters

- 24-hour shifts (7:00 am to 7:00 am)
- 53-hour work week
- 144-hours work in a 19 day period
- One Kelly day every third 19 day period
- 12-hour straight time per paid holiday



# City of Norfolk Fire Division



**City of Norfolk Fire  
Division**  
**701 Koenigstein Avenue**  
**Norfolk, Nebraska 68701**  
**(402) 844-2050**

## Essential Job Functions



- Rescue operations to include patient care and transport, medical calls, motor vehicle accidents, trauma calls and ability to handle family crisis situations professionally
- Operation of the Jaws of Life equipment and other related rescue operations and equipment
- Respond to all fire alarms to provide suppression of fires
- Record keeping to include forms at scene of incident, hospital forms and computer entry for future reference
- Fire and rescue training in emergency medical treatment, fire suppression techniques, physical fitness training, related classes, refresher and in-house training.
- Daily maintenance checks of equipment, supplies, building and grounds
- Provide public education on CPR/first aid, fire extinguishers and present fire safety classes to grade schools
- Assist in investigations of fires.
- Perform fire safety inspection.
- Administer hazardous materials storage deregulations

## Job Standards/Skills

Must Be/Have:

- A high school graduate or GED equivalent
- Nebraska Driver's License
- CPR certified and EMT status preferred or attainable
- Ability to perform work requiring good physical condition
- Ability to communicate effectively orally and in writing
- Paramedic certification beneficial

## Specialized Areas



- Fire Investigation
- Paramedicine
- CPR Instructor
- EMT Instructor
- Dive and Rescue Team
- Rapid Intervention Team
- Rope Rescue
- Hazmat Team

## Hiring Procedures

1. Submittal of Application/Resume
2. Sign consent and waiver form allowing background check.
3. Furnish copy of his/her honorable discharge papers (Form DD214) for 10% Veteran's preference credit in exam.
4. Applicants passing the background investigation will be invited to take the Civil Service Examination.
5. Applicants passing the written exam will be asked to participate in physical agility portion of examination.
6. Applicants passing the written and physical portions will be interviewed by the Civil Service Commission.
7. Background investigations conducted which includes a psychological evaluation and physical exam.
8. Civil Service Commission will establish an eligibility list which will be in force for six months.
9. Conditional Offer of Employment.
10. If hired, 36-month promissory note required.

